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## UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE SECRETARY Washington 25, D. C.

Office of Budget and Finance

November 9, 1960

MEMORANDUM TO LEGISLATIVE REPORTING OFFICERS OF VARIOUS EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

Thank you for replying to my memorandum of September 12, 1960, which requested information about the legislative reporting procedures of your department or agency.

Enclosed is a summary of the replies which I received. I hope this information will be helpful to you in evaluating your present procedures.

Chief, Division of Legislative Reporting

Carl R. Sapp

Attachment